

MINUTES
HISTORIC PRESERVATION COMMISSION
Monday, October 14, 2013
City Hall, Room 210
4:00 p.m.

PRESENT: Roger Retzlaff, Jacqueline Frank, Chris Naumann, Jeanine Mead, Melissa Hauk, Ald. Mark Steuer, Susan Ley

ALSO PRESENT: Ald. Dave Boyce, Bill Kloiber

The meeting was called to order by Roger Retzlaff at 4:00 p.m.

1. APPROVAL OF MINUTES AND AGENDA

- a. Approve September 9, 2013 Minutes

Motion made by Jacqueline Frank to approve the September 9, 2013 Minutes, seconded by Susan Ley. Five in favor, two abstentions (Chris Naumann, Roger Retzlaff). Motion carried.

- b. Modify and adopt agenda

Roger Retzlaff stated that item (e) will not be discussed today.

Motion made by Susan Ley to approved the agenda, seconded by Ald. Steuer. All in favor. Motion carried.

Ald. Steuer reported that Ald. Dave Boyce has been approved by the city council as a new member of the Historic Preservation Commission. Ald. Boyce is retired and lives downtown. He will be an asset to the Commission.

Ald. Boyce stated he is honored to be a part of this Commission.

2. DESIGN REVIEW

- a. Review and discuss renovations at 1027 S Van Buren Street

William and Jessica Hoban, property owners, stated they moved into their home about three years ago and would now like to replace a rotted shed that was once attached to a neighbor's garage. The new shed will be built on their property, with a distance of three feet from his neighbor's property line and five feet to the neighbor's garage. The new shed will have a single slope, "shed," roof and horizontal siding.

A motion to APPROVE the renovations at 1027 S. Van Buren Street was made by Melissa Hauk, seconded by Chris Naumann. All in favor. Motion carried.

b. Review and discuss renovations at 638 S. Monroe Avenue

Chad Cornette, Cantilever Studio, is present on behalf of the property owner, Adam Gaines. Chad's design is to refurbish the stucco on the first floor and clad the second floor walls with insulated vinyl siding. The nine upper floor windows will also be replaced. One of the windows on the back side of the house will be converted into an exterior door and have a small deck off of it. A bathroom window on the back of the house, currently over a bathtub, will be changed to glass block. The remaining windows will be double hung and the same color as they currently are (dark brown). They are Anderson windows which are composite, not metal clad, similar to fiberglass.

Chad stated the existing stucco texture traps moisture leading to deterioration. The repair is to grind down the stucco, removing it where needed and recoating it with a resilient synthetic stucco. It will have a more historic look, similar to a sand coat.

The Commission feels changing the style of the stucco and covering portions with siding will change the nature of the historic building. The half-timer or "Tudor" styling will be gone.

Susan Ley stated she does not like the idea of using vinyl lapboard. Board and batten would be acceptable, but her preference would be cement board with planking replicating what is currently there.

Mr. Cornette corrected his prior statement regarding the replacement windows. They will be single, not double, hung.

A motion to APPROVE the renovations at 638 S. Monroe Avenue, with an emphasis on either a board and batten vinyl system on the second story, or a stucco-like panel with vertical plank replicating the half-timber construction, was made by Susan Ley, seconded by Jacqueline Frank. Five in favor, two opposed. Motion carried.

c. Review and discuss renovations at 702 S. Quincy Street

Gary Vandertie, property owner, stated he wants to replace the garage roof. The roof on his house was replaced last year and the same roofing material and color will be used on the garage.

A motion to APPROVE the renovations at 702 S. Quincy Street was made by Ald. Steuer, seconded by Jacqueline Frank. All in favor. Motion carried.

d. Review and discuss renovations at 401 – 409 N. Broadway

Jeff Knutson, property owner, and Dan Roarty, architect, are present at the meeting.

Regarding 401 N. Broadway, Jeff stated the upstairs (phase one) is complete and he now wants to begin phase two, which consists of putting apartments downstairs. More doors need to be put in for access to the apartments. Dan Roarty gave a lengthy explanation of the drawings he presented which show four basic changes to be made to the current façade. All of the changes are intended to increase interior space for the very compact apartments, providing each with a private entrance rather than a shared lobby.

Two changes will be made to the back of the building restoring it to the previous look. A door adjacent to a window will be replicated. Another window will be installed where a door used to be. A door and landing will be added on the alley side of the building. Six apartment units are planned for the first floor. There are eight upstairs and all of them are currently rented. Some of these units are 200 sq. feet but most of them are 280 sq. feet.

Ald. Boyce has seen the building and is very impressed with the project.

A motion to APPROVE the renovations at 401 N. Broadway was made by Ald. Boyce, seconded by Ald. Steuer. All in favor. Motion carried.

Regarding 409 N. Broadway, no exterior modifications were proposed at this time.

- e. Review and discuss renovations at 1410 Main Street

No discussion.

3. **REPORTS**

- a. Demolition waiting period ordinance – report on working group meeting

Roger Retzlaff met with Attorney Decker to discuss the building code section of the ordinance where this would be inserted. The next step is for the HPC to decide the types of buildings and/or what sections of the city would have a waiting period before demolition.

4. **CORRESPONDENCE**

Roger Retzlaff reported that the HPC received a letter from the Realtors Association of Northeast Wisconsin. They are objecting to a demolition waiting period or any restrictions placed on an owner regarding demolition.

Michael Sewell is present at this meeting. He stated he is here only to listen to the HPC's discussion on this matter. Roger Retzlaff stated [public comments] would be taken at a public hearing. There were no other comments from the Commission members to the letter.

A motion to receive and place on file was made by Chris Naumann, seconded by Ald. Boyce. All in favor. Motion carried.

5. CONTINUING BUSINESS

- a. Strategic Planning – led by Jacqueline Frank and Chris Naumann

Jacqueline Frank stated there is no discussion regarding this item for this month.

- b. Demolition Waiting Period
 - i. discuss building types and areas of city that could be designated historically significant such that HPC review could be required as part of the zoning code

A motion to create a subcommittee consisting of Mark Steuer, Jeanine Mead and Melissa Hauk to research criteria which will be used to place buildings under a 30 day delay for demolition was made by Roger Retzlaff, seconded by Chris Naumann. All in favor. Motion carried.

Ald. Steuer stated he has submitted communication requesting a city staff person be assigned to the HPC. This will be a future Personnel Committee agenda item.

6. NEW BUSINESS

- a. Review monthly building activity report

A motion to receive and place on file the September monthly building report was made by Ald. Steuer, seconded by Susan Ley. All in favor. Motion carried.

Chris Naumann gave an update on 520 N. Broadway. Current use of the building as commercial office space is not competitive. A permit has been issued to gut the building bringing it down to structure. If it is reused in the future, it will be ready.

7. OTHER ANNOUNCEMENTS, CORRESPONDENCE AND NEWS

- a. Information on possible new member of Commission

Roger Retzlaff received correspondence from a developer who may be interested in joining the HPC. Once a resume is received by the Mayor, more information will be forthcoming.

Jeanine Mead reported that the St. Mary's Monastery is back to square one. The potential developer could not obtain the needed financing. Consequently, the building could be razed. Ald. Steuer will discuss this at the next Brown County Trust meeting.

Ald. Steuer will follow up with having the intensive survey put on line.

8. **NEXT MEETING DATE**

The next meeting date of November 11, 2013 at 4:00 p.m. was confirmed.

9. **ADJOURNMENT**

A motion to adjourn was made by Chris Naumann, seconded by Jeanine Mead. All members voted in favor of the motion. Motion carried.